

Workforce Partnership of Greater RI

Executive Committee Meeting

May 7, 2013

Present: Gip Cabral, Paul Harden, Steve Kitchin, Joe Oakes, Paul Ouellette, Robin Ann Smith

Absent: Lauren Slocum

WPGRI Staff: Nancy Olson, Kathy Quattrini, Jo-Anne Thibedeau, Kara Aniballi

Welcome/Call to Order

Chair Steve Kitchin called the meeting to order at 8:02am and requested the Committee review the minutes from April 2, 2013 meeting.

Paul Harden noted one verbiage change to be amended in the minutes.

Vote: Paul Harden made a motion to accept the minutes as amended. Joe Oakes seconded the motion. The motion passed unanimously.

Executive Directors Report

Executive Director Nancy Olson stated that David Tremblay, Diane Vendetti and Sarah Griffen will be making a brief presentation on the

Workforce Innovation Grant (WIF) at May 14, 2013 Board of Directors meeting.

Nancy provided the Committee with a standing meeting schedule for all WPGRI Committee's through December 2013 to be in compliance with Secretary of State Open Meetings law.

Nancy stated that she has been in contact with Jen Hetzel-Silbert in regards to facilitating a follow-up Strategic Retreat in lieu of the September Board meeting on September 10th 2013. Jen will draft a proposed follow-up retreat outline that will be distributed to the Executive Committee.

Removal and Additions of Signatories to the Bank of America Accounts

Steve Kitchen stated that the Executive Committee will need to vote on removing previous Executive Director Christine M. Grieco and previous treasurer and Board member Joseph P. DiPina from WPGRI's checking and savings bank accounts since Christine's retirement as of June 30, 2012 and Joseph's resignation (due to a change in job location) as of July 23, 2012.

Vote: Paul Ouellette made a motion to recommend to the Board of Directors to remove Christine M. Grieco and Joseph P. DiPina as signatories from WPGRI's Bank of America checking & savings accounts. Robin Smith seconded the motion. The motion passed

unanimously.

Steve Kitchin requested a motion to add Executive Director Nancy J. Olson and Treasurer Lauren E. I. Slocum as signatories to both WPGRI's checking and savings account with Bank of America.

Vote: Joe Oakes made a motion to recommend to the Board of Directors to add both Nancy J. Olson and Laure E. I. Slocum as signatories to WPGRI's checking and savings account with Bank of America. Gip Cabral seconded the motion. The motion passed unanimously.

Potential Board Member-Kevin J. Bettencourt

Chair of the Board Development Committee, Paul Ouellette, stated the Board Development committee met on April 26, 2013. The Committee reviewed Kevin J. Bettencourt's resume. Kevin is the Human Resource Manager at Interplex. Paul stated the Board Development Committee voted to recommend Kevin's approval to the Executive Committee then Board of Directors.

Vote: Paul Ouellette made a motion to approve Kevin Bettencourt's resume be presented at the May 14, 2013 Board of Directors meeting for approval to then be sent to the Governor. Robin Smith seconded the motion. The motion passed unanimously.

PY12/FY13

Nancy Olson presented the PY12/FY13 budget as of March 31, 2013. The budget included WIA, JDF, TANF, and WIF funds.

Vote: Robin smith made a motion to approve the PY12/FY13 budget to be presented at the May 14, 2013 board of Directors meeting for approval. Joe Oakes seconded the motion. The motion passed unanimously.

Committee Reports

Board Development

Chair of the Board Development Committee, Paul Ouellette, stated Diane Cook from Department of Human Services will be making a Board presentation at May 14, 2013 meeting. He stated he is also working to coordinate a Board social gathering and will be reaching out to Board member Jay Visnjic from Hampton Inn and Suites to see if they would be able to plan an event in June.

Quality Assurance

Chair of the Quality Assurance Committee, Joe Oakes, stated the Quality Assurance Committee will be monitoring the one-stops in May through June. Joe requested volunteers to help monitor Woonsocket, West Warwick and the Providence offices. He will also be extending an invite to the full Board requesting volunteers to help with the monitoring process.

Strategic Development

Chair of the Strategic Development Committee, Paul Harden, requested Jo-Anne Thibedeau and Kathy Quattrini the OJT and ITA reports. Jo-Anne presented the ITA performance from PY10-PY11 and Kathy Quattrinni presented ITA performance from PY10-PY11. Both reports included enter employment 1st quarter after exit data and retention, 2nd, 3rd quarter after exit quarter data.

Finance Committee

There was no new business to be reported

Youth Council

There was no new business to be reported.

Adjournment

Chair Kitchin requested a motion to adjourn the meeting at 9:32am.

Vote: Paul Ouellette made a motion to adjourn the meeting. Robin Ann Smith seconded the motion the motion passed unanimously.